

## Instructions for Livescan Fingerprint Appointment Registration

**PLEASE NOTE: Please follow instructions carefully. If you select the incorrect agency or card type when prompted, you may be required to get re-fingerprinted for the correct agency or card type at cost to you.**

### ❖ On-line Scheduling Option - Available 24/7:

1. Go to [www.identogo.com](http://www.identogo.com) and Select the State of Indiana
2. Select the Online Scheduling option and your language preference.
3. Enter the Applicants First and Last name.
4. From the Agency Name Drop Down Menu please select
  - **Family & Social Services Administration**
5. From the Applicant Type Drop Down Menu please select the correct Card Type that FSSA instructed you to use.
  - **Child Care Center Employee**
  - **Child Care Center Volunteer**
  - **Child Care Home Employee**
  - **Child Care Home Volunteer (includes household members)**
  - **Licensed Exempt CCDF Certified Employees**
  - **Licensed Exempt CCDF Certified Volunteers**
  - **Unlicensed Registered CC Ministry / Employee**
    - Once this Card Type has been selected you will be asked to data enter your OCA Number, this is the first five numbers of your Registered Ministry Number.
  - **Unlicensed Registered CC Ministry / Volunteer**
    - Once this Card Type has been selected you will be asked to data enter your OCA Number, this is the first five numbers of your Registered Ministry Number.
6. Our next screen will ask you to choose the IdentoGO Fingerprinting Location by either entering the Applicants Home Zip Code OR by choosing a Region from the drop down menu.
7. Once you choose the IdentoGo Fingerprint Location you will be asked to select a date and time for the Applicants Fingerprinting Appointment from the available listed dates and times.
8. You will then be prompted to data enter the Applicants full name, address, methods of contact and complete personal demographic information.
9. Declare your preferred Payment Method.
10. Finalize and confirm the Fingerprint Appointment.

### ❖ Call Center Scheduling Option - Available Mon-Fri 7am – 6pm:

1. Call (866) 226-2952 and speak to one of our experienced, friendly operators.
2. Operators will collect required information and schedule the Fingerprinting Appointment.
3. Be sure to have the complete information for the Applicant available when calling as the Operator will ask for the Agency Name, Applicant Type, Registered Ministry Number if applicable and the Applicants full name, address, methods of contact and complete personal demographic information.

***Please remember to bring a Valid Photo ID with you to your  
Livescan Fingerprint Appointment.***